

Template Order for Adversary Proceedings

A.
B.
C.

D.
E.
F.

G.
H.
I.
J.
K.

L.

M.

N.

O.

P.

Q.
R.
S.
T.
U.
V.

W.

X.
Y.
Z.
AA.
BB.
CC.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
_____ Division**

In re: _____ Case Number: _____ - ____

Debtor(s) Chapter _____

Adversary Proceeding No. ____
Plaintiff(s)
v.

Defendant(s)

ORDER _____

Text body of order.

Date: _____

U.S. Bankruptcy Judge

Entered on Docket: _____

I ask for this:

/s/ signature.
Attorney/Proponent Name
Attorney/Proponent Address Line 1
Attorney/Proponent Address Line 2
Virginia State Bar No. Bar #.
Attorney/Proponent Phone Number

Seen and (i.e. *objected, consented*) to:

/s/ signature (by *Proponent Name* with permission from *Endorsing Party's Name* based on [e.g., e-mail, FAX, etc.])

Endorsing Party's Name
Endorsing Party's Address Line 1
Endorsing Party's Address Line 2
Virginia State Bar No. Bar # (*applicable*)
Endorsing Party's Phone Number

Template Order for Adversary Proceedings (cont.)

DD. Local Rule 9022-1(C) Certification

EE. The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).

FF. /s/ signature.

GG. *Attorney/Proponent Name*

Template Order for Adversary Proceedings (cont.)

HH. **PARTIES TO RECEIVE COPIES**

II. *Name of Party*

JJ. *Address Line 1*

KK. *Address Line 2*

LL. *Address Line 3*

MM *Additional Parties*

NOTE: Be sure you begin the list of parties to receive copies on a new page!

Template Order for Adversary Proceedings (cont.)

Line A:	Centered, Bold, CAPS: “ UNITED STATES BANKRUPTCY COURT ”
Line B:	Centered, Bold, CAPS: “ EASTERN DISTRICT OF VIRGINIA ”
Line C:	Centered, Bold: Division in which the case is pending. Example: “ Alexandria Division ”
Line D:	Left Margin: “In re: <i>Debtor’s Name (in CAPS)</i> ” Example: “In re: MICHAEL JONES” Right Margin: “Case Number: <i>Case Number (including judge’s initials)</i> ” Example: “Case Number: 02-70483-DHA”
Line E:	Beneath Debtor’s Name in Line D: “ <i>Joint-Debtor’s Name (in CAPS)</i> ” Example: “PATRICIA JONES” Note: Applicable only in cases that have a joint-debtor.
Line F:	Beneath Debtor/Joint-Debtor’s Name: “Debtor(s)” Right Margin: “Chapter <i>Chapter # of case</i> ” Example: “Chapter 13”
Line G:	Left Margin, CAPS: Name of plaintiff Example: “BEST BANK & TRUST” Note: add any additional plaintiffs beneath the first Right Margin: “Adversary Proceeding Number: <i>Adversary Number</i> ” Example: “Adversary Proceeding Number: 02-6043” Note: Adversary Proceeding Number may be abbreviated to “APN”
Line H:	Beneath Last Listed Plaintiff: “Plaintiff(s)”
Line I:	Left Margin: “v.”
Line J:	Left Margin, CAPS: Name of defendant Example: “WILLIAM MORRIS” Note: add any additional defendants beneath the first
Line K:	Beneath Last Listed Defendant: “Defendant(s)”
Line L:	Centered, Bold, CAPS: “ ORDER <i>action to related document</i> ” Example: “ ORDER DENYING MOTION TO DISMISS COMPLAINT ”
Line M:	Left Margin: Text body of order.

Template Order for Adversary Proceedings (cont.)

- Line N: Left Margin: “Date:_____”
Note: Do not fill in a date on the line.
- Right Margin: “_____”
U.S. Bankruptcy Judge
- Line O: Right Margin and Beneath Judge’s Signature Line:
“Entered on Docket: _____”
Note: Do not fill in a date on the line.
- Line P: Left Margin: “I ask for this:”
- Line Q: Left Margin, Underlined: “/s/ name of proponent”
Example: “/s/ Richard Smith”
Note: the “/s/” designates that the typed name is a signature.
- Line R: Left Margin: “*Typed Name of Proponent*”
Example: “Richard Smith”
- Lines S-V: Left Margin: S: *Address Line 1*
T: *Address Line 2*
(*any additional address lines if needed*)
U: “Virginia State Bar No. *bar # here*”
Note: Applicable to only licensed attorneys.
V: *Phone Number*
- Line W: Left Margin: *any additional endorsements, following the same guidelines as lines P—V. Note: “I ask for this:” line may be replaced to reflect proper endorsement—i.e. “Seen:”, “Seen and Agreed:”, “Seen and Objected to:”, etc.*
- Line X: Left Margin, Underlined: “/s/ name of endorsing party” (by *Endorsing Party’s Name* based on [e.g. *e-mail, FAX, etc.*])
Example: “ /s/ Robert Doe (by Richard Smith with permission from Robert Doe based on FAX)
- Lines Y-CC: Left Margin: Y: “*Typed Name of Endorsing Party*”
Example: “Robert Doe”
- Z: *Address Line 1*
AA: *Address Line 2*
(*any additional address lines, if needed*)
BB: “Virginia State Bar No. *bar #*” (*if applicable*)
CC: *Phone Number*

Template Order for Adversary Proceedings (cont.)

Line DD: Centered, Underlined: “Local Rule 9022-1(C) Certification”

Line EE: Left Margin: “The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).”

Line FF: Left Margin, Underlined: “/s/ name of proponent”
Example: “/s/ Richard Smith”
Note: the “/s/” designates that the typed name is a signature.

Line GG: Left Margin: “*Typed Name of Proponent*”
Example: “Richard Smith”

Line HH: New Page, Bold, CAPS: “**PARTIES TO RECEIVE COPIES**”

Lines II-LL: Left Margin: II: *Name of Party*
JJ: *Address Line 1*
KK: *Address Line 2*
LL: *Address Line 3 (if needed)*
(any additional address lines, if needed)

Line MM: Left Margin: *any additional parties to receive copies of the order, following the same guidelines as lines EE-HH.*